

Olaleye Abosede Mary

No 12, Funbi Fagun Estate, Ondo City, Ondo State
08101899116 | olaleyeabosede96@gmail.com

Objective

I'm a detail oriented and highly passionate Health Information Management Officer who seeks to make significant impact in any Institution I find myself. I am determined to help promote the goals and objectives of such organisation through personal commitment and dedication to duty. I'm ready to take up challenging roles that values honesty, loyalty, professionalism, good relationship and excellent performance. I would love to translate my acquired theoretical and practical knowledge, expertise and skills into values for your students and institution.

Experience

- University of Medical Sciences, Ondo** February 2023 - Till Present
Assistant Lecturer
I am the Examination Officer for the Department, I lecture students and assist Senior Lecturers in taking classes, I actively participate in the supervision and collation of students results. I also provide administrative support to the H.O.D of my Department
- Evercare Hospital Lekki Nigeria** September 2021 - February 2023
Medical Records Officer
I am saddled with the following responsibilities;
1) Preparation of weekly, monthly and annual statistical report which is submitted using the National Health Information Management System
2) Qualitative and Quantitative analysis of records on daily basis
3) Electronic indexing and grouping of diseases
4) Release of patient's investigation reports and medical records when requested in accordance to HIPAA.
5) Scanning and uploading of patient's external report to their respective electronic medical records (EMR).
6) Monitoring and Reporting of Quality Indicators for the purpose of Quality Assurance and Risk Assessment.
- Obafemi Awolowo University Teaching Hospital Ile-Ife Osun** June 2021 - August 2021
Health Information Management Officer (SIWES)
I collated data in the Cancer registry, updated admission, discharge and death register.
I also registered patients for medical patients, maternal care.
Filling of master indexes in alphabetical order. Electronic indexing and discharge of discharged patients' records
- B.F.F Ojehomon Law Firm, Ibadan, Oyo State** March 2021 - April 2021
Confidential Secretary
Greeted and politely attended to clients by providing necessary information at my disposal.
Office management, procurement of office items, disbursement of letters to various legal firms within and outside Ibadan.
Weekly reporting of court cases handled to the Principal Counsel.
- Alex Ekwueme Federal University Clinic, Abakaliki, Ebonyi State, Nigeria** December 2019 - October 2020
Medical Records Officer (NYSC staff)
I managed students and staff records, filled students records in a numerical order, keep track of prevalent diseases and reported it to the appropriate authority on monthly basis, participated in manning of students annual health assessment and fitness exercise.
- University of Ilorin Teaching Hospital, Ilorin, Kwara State** July 2018 - September 2018
Health Information Management Officer (SIWES)
Filling of patient's records using Terminal digit system of filling.
Retrieval of patient's records for continuity of care and research purpose.
Dispatch of various forms to all departments through rationing.
Coding and Indexing of both inpatient and outpatient diseases
- Federal Medical Centre, Owo, Ondo State** October 2016 - July 2017
Health Information Management Officer
Booking of patient's appointment for follow up visits using blocked system of appointment. Coding and Indexing of Medical and Surgical Procedures.
Tracing of patient's health records using individual tracing system.
Ensuring prompt retrieval of patient's health records from clinic areas to prevent unauthorized access to patient's records.

- **University College Hospital, Ibadan Oyo State**

August 2015 - September 2015

Health Information Management Officer

Registration and Documentation of patient's health Information using computer system.

Maintenance, Scheduling, Preserving and disposal of records at expiration of retention period.

Creation of New Records and prompt retrieval of existing health records for treatment of patients.

Education

- **Lead City University Ibadan** In view
Health Information Management / Master of Science (M.Sc.)
- **Lead City University Ibadan** 2022
Health Information Management/ Bachelor of Science (B.Sc)
4.87/5.0
- **School of Health Information Management, Obafemi Awolowo University Teaching Hospital Ile-Ife Osun State** 2019
Health Information Management/Higher National Diploma (HND)
4.84/5
- **School of Health Information Management, Obafemi Awolowo University Teaching Hospital Ile-Ife Osun State** 2016
Health Information Management/ Ordinary National Diploma (OND)
4.68/50
- **Success High School, Ado-Ekiti** 2014
SSCE
- **St. Stephen's Anglican Nursery and Primary School, Igbara Odo** 2007
PSLC

Skills

- Proficient in the use of computer system softwares such as Microsoft office suites, IBM SPSS, Electronic medical records (Akhil), Excellent written and verbal communication skills, effective time management, paying keen attention to details, problem solving skills, Team player and Leadership skills.

Projects

- **Documentation and Registration as tools for Quality Patient Healthcare Delivery. A case study of Obafemi Awolowo University Teaching Hospital, Ile-Ife, Osun State.**
The factors negatively affecting documentation and registration were carefully examined.
The effects of documentation and registration on quality of patient's healthcare were determined.
Solutions were prescribed for ineffective documentation and registration in the study area.
- **The Influence of the adoption and use of her system on Quality of Healthcare Delivery in Neuropsychiatric Hospital, Aro, Abeokuta, Ogun State.**
The outcome of the study showed that the full adoption and use of Electronic Health Records System will minimize the various patient's health and safety issues,hence, will enhance the quality of healthcare delivery to patients

Achievements & Awards

- Overall Best Graduating Student dated November 2019 Best Student Award in Hospital Statistics dated November 2019 Best Student Award in Disease Classification and Clinical Coding dated November 2019 Best Student Award in Seminar and Presentation dated November 2019 Internet and Computing Core Certification (IC^3) by New Horizons dated June 2021 Professionalism in the Workplace (Liprorich consult Limited) dated May 2021 Microsoft office suite (Word,Excel, PowerPoint) and Data Analysis using IBM SPSS by New Horizons dated May 2022 Supervisory role for four months at Evercare Hospital Lekki (May 2022-August 2022)

Interests

- Do it Yourself
- Reading
- Travelling
- Listening to Music

Reference

- **Dr. D.B Ojo - Obafemi Awolowo University, Ile-Ife, Osun State**
Senior Lecturer
- **Dr. J.O Adedayo - Ekiti State University, Ado-Ekiti, Ekiti State**
Senior Lecturer